

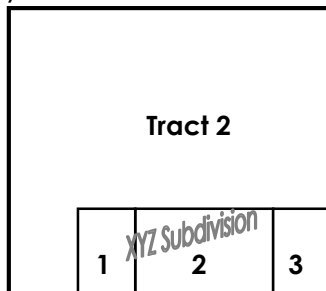
## Major or Minor?

A major subdivision creates six or more lots.  
A minor subdivision creates five or fewer lots.  
Sounds easy, right? It's a little more complex than that.

To determine the number of lots being created, we look at the *total* number of lots divided from the original tract of record **since July 1, 1973**.

For example, let's say you own lot 2 of XYZ Subdivision and you want to do a three lot subdivision. Normally this would be a minor subdivision.

Let's say though, that XYZ Subdivision was approved in August of 1989. Because those lots were divided off *after* July 1, 1973, your three lot subdivision would make the *total* number of lots divided equal six. Therefore, your subdivision would follow the major subdivision process.



**Note:** Had the owner of Tract 2 created XYZ Subdivision in August of 1969 we would not count them (pre-7/1/73) and your project would still be a minor subdivision.

This is just a brief overview. The process is even more complex, so don't worry about trying to figure this out on your own! Your technical assistant (surveyor, engineer, etc.) should do the historical research for you.

### Technical Assistance

Your technical assistant provides a variety of services during the subdivision process. They can create your plat and many of the other documents necessary for your application. They can also help to guide you through the process and may represent you, much like a lawyer in court.



More Questions?  
Visit, call, or log-on and let us  
know how we can help!

### Flathead County Planning & Zoning

1035 1st Avenue West

Kalispell, MT 59901

Phone: 406.751.8200

Fax: 406.751.8210

Website: [flathead.mt.gov/planning\\_zoning](http://flathead.mt.gov/planning_zoning)

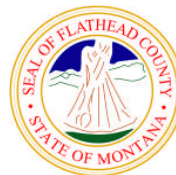
This document was prepared by the Flathead  
County Planning and Zoning Office and  
endorsed by the Flathead County Commission

### County Commissioners

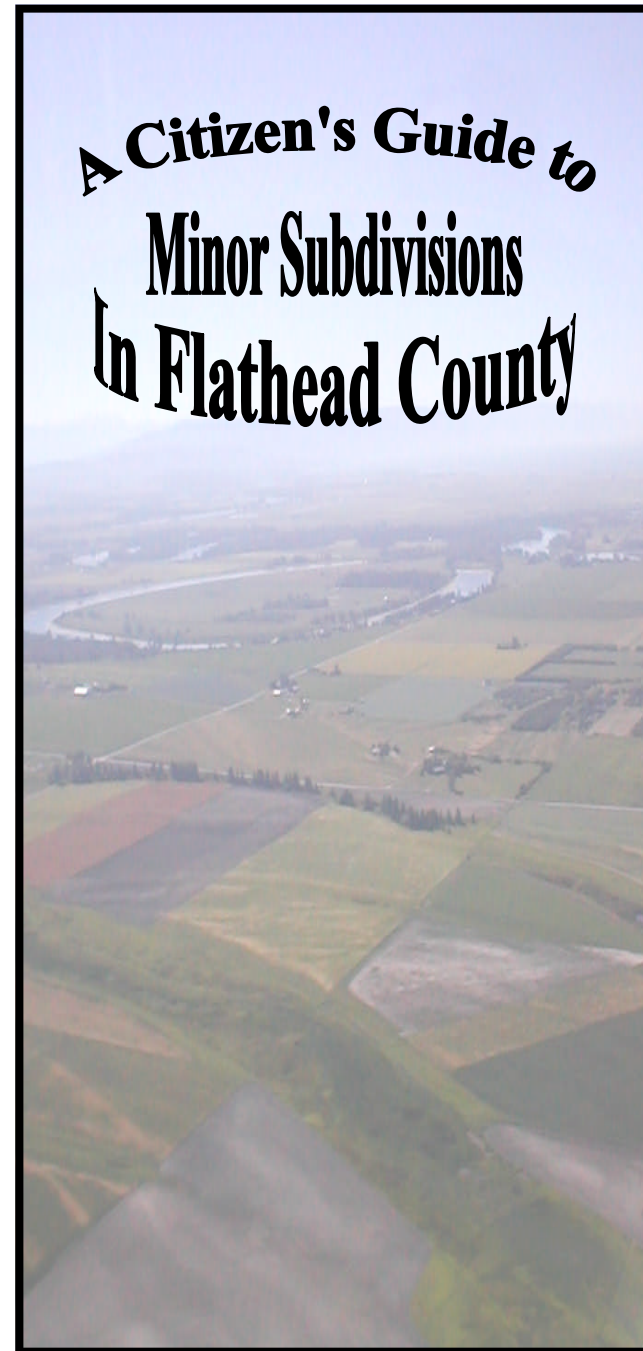
Dale Lauman, Chairman

Jim Dupont

Joe Brenneman



## A Citizen's Guide to Minor Subdivisions In Flathead County



## The Minor Subdivision Process

The Minor Subdivision Process has two parts: preliminary plat and final plat.

### Preliminary Plat: The Application

Before you turn in your preliminary plat application, you and/or your technical assistant meet with planners from the Flathead County Planning & Zoning office to discuss the project.

The planners will discuss with you any aspects of your project that may be an issue. Because we don't have the complete application, it is impossible for us to guarantee if we would recommend approval or denial, but it should allow us to confront some of the major issues. **The more information we have, the better we can help you!**



Your preliminary plat application consists of two main parts: the maps, the water and sanitation data. An environmental assessment is not required for minor subdivisions.

The plat is a map of your project. Information on the required contents of the preliminary plat is found in the Flathead County Subdivision Regulations. The plat will generally be drawn up by your technical assistant.

Water and Sanitation information is required by state law (MCA 76-3-622). This data helps us assess the impacts of your subdivision on water quality and quantity.

### Preliminary Plat: The Process

After the Planning & Zoning office reviews your application, it is presented to the County Commission in a public meeting.

The public meeting goes as follows:

- ◆ The planner presents the staff report.
- ◆ County Commissioners review your application. If they have questions, they may ask you or your technical assistant for additional information.
- ◆ Additional comments from you, the public, or agencies are taken at the Chairman's discretion.

### Approval or Denial

If your project is approved, it will be approved with conditions ranging from obtaining the approval of the local fire district to extending utilities to the new lots.

To apply for final plat you must either be able to prove that you have met all conditions or prove that you will meet all conditions within 18 months. To prove that you will meet the conditions within 18 months, you submit a Subdivision Improvements Guarantee with your final plat application. Information on Subdivision Improvements Guarantees can be found in the Subdivision Regulations.

If your project is denied, you may re-apply but no reduced fees are offered.

### Final Plat: The Application

If you receive preliminary plat approval, you have three years to meet the conditions and apply for final plat approval. Your final plat application consists of the final plat, and an explanation or proof of how you have met the conditions of approval. More information on the required contents of the final plat can be found in the Subdivision Regulations.

### Final Plat: The Process

After the Planning & Zoning office reviews your application, it is presented to the County Commission. **The lots are created with approval of the final plat.**



## Better Subdivision Design: Clustering

Clustering your subdivision is an easy way to reduce your impacts while creating a desirable, lucrative development. More information on clustering is available in the Major Subdivision Brochure.

Four easy steps to clustering:

1. Identify important resources:
  - Steep Slopes
  - Poor Soils
  - Important Farmland
  - Streams, Wetlands, etc.
2. Locate House Sites
3. Align Streets
4. Draw in Lot Lines



### Timeline

⇒Application turned in

5 days after applying ⇒Completeness letter mailed

15 days after completeness received ⇒Sufficiency letter mailed

35 days after sufficiency received ⇒County Commission hearing

Within 3 years of preliminary plat ⇒Final Plat Application

30 days after application is complete ⇒Staff report mailed

Within 30 days of staff report ⇒County Commission hearing

### Type of Application

### Fee

#### **Preliminary Plat Review:**

Minor Subdivisions \$560 + \$112/lot

#### **Final Plat Review:**

Minor Subdivisions \$560 + \$56/lot

Subdivision Improvements Guarantee \$140

*Fees subject to change*